

12 March 1981

MEMORANDUM FOR: Chief, Archives and Records Center Branch, RMD/OIS

THROUGH: Chief, Records Management Division, OIS

FROM:

[REDACTED]

Chief, Information Technology Branch, RMD/OIS

SUBJECT: Review of Microform Storage and Handling Procedures
at the Agency Archives and Records Center

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1. One of the functions of the Information Technology Branch, RMD/OIS, is to perform periodic reviews of existing micrographics applications to ensure that they continue to meet the original objectives and are in conformance with established policies, procedures and standards.

2. FPMR 101.11.5 outlines Agency program responsibilities for micrographics management (copy attached). With your concurrence, we propose to have [REDACTED] perform a review of microform storage and handling procedures in use at the Agency Archives and Records Center. [REDACTED] will require access to stored microforms and any documentation covering deposits and internal handling procedures.

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3. A draft of [REDACTED] findings will be submitted to you for review and/or clarification or additional statements prior to final submission to Chief, Records Management Division, OIS.

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4. [REDACTED] will call you to arrange a mutually agreeable time for review. You can reach him on extension [REDACTED] if you would like any additional information.

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Attachment

[REDACTED]

DDA/OIS/RMD/ITB/[REDACTED] (12 March 1981)

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Distribution:

Original-Addressee

1- [REDACTED]

1- ITB Subject: PROGRAM FILES--Micrographics

1- ITB Chrono

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